

**FIRE MANAGEMENT 1: MANAGEMENT/SUPERVISION FOR COMPANY OFFICERS (2000) CFSTES**

Course Content Covered in IFSTA Fire &amp; Emergency Services Company Officer (4th edition)

The following matrix identifies the chapters, or portions of chapters, in the IFSTA Fire and Emergency Services Company Officer (4th edition) that cover the required course content in the CFSTES Fire Management 1: Management/Supervision for Company Officers (2000) course.

In addition to the chapters, or portions of chapters, identified in the following matrix, several chapters, or portions of chapters, are appropriately placed in the Management 1 Course and will be covered in the course.

FIRE MANAGEMENT 1: MANAGEMENT/SUPERVISION FOR COMPANY OFFICERS (2000) CFSTES					
Course Content Covered in IFSTA Fire & Emergency Services Company Officer (4th edition)					
	Course Content	Time	Ch.	Pages	Comment
<b>Unit 1 – Introduction</b>			<b>1</b>		
1-1	Orientation & Administration	1:00	1		
5-1	Introduction to Management & Supervision	1:30	1		
<b>Unit 2 – Supervision</b>			<b>3</b>		
2-1	Principles of Organizations & Organizational Structure	1:00	3 & 11		
2-2	Motivation	2:00	3 & 22		
2-3	Delegation	1:00	3 & 11		
2-4	Problem Solving/Decision Making	1:30	3 & 4		
2-5	Verbal Communication	2:00	3, 6 & 7		
2-6	Written Communication	1:00	3 & 8		
2-7	Group Dynamics	2:00	1, 3 & 26		
1-8	Managing Conflict	1:00	3 & 13		
2-9	Performance Evaluations	1:30	3 & 13		
2-10	Coaching, Counseling & Progressive Discipline	1:30	3, 13 & 26		
2-11	Due Process	1:00	3 & 5		
5-2	Grievance Handling	1:00	3 & 14		
<b>Unit 3 – Management</b>			<b>22</b>		
5-3	Internal & External Influences	2:00	4, 13, & 22		
3-1	Elements of Management	2:00	22		
3-2	Managing Change	1:00	22		
5-4	Time Management	1:30	22		
<b>Unit 4 – Leadership</b>			<b>2</b>		
4-1	Basic Views of Leadership	1:00	2		
4-2	Situational Leadership	1:00	2		
5-5	Leadership Qualities & Traits	1:00	2		
<b>Unit 5 – Human Relations</b>			<b>13</b>		
5-6	Managing The Workplace Environment	2:00	5 & 13		
5-7	Affirmative Action, Equal Employment Opportunity, & ADA	1:30	5 & 13		
<b>Unit 6 – Safety &amp; Wellness Programs</b>			<b>10</b>		
6-1	Safety Management	1:30	10 & 32		
6-2	Stress Management & Wellness	1:00	10 & 32		
6-3	NFPA 1500 Standard	1:00	10 & 32		
<b>Unit 7 – Laws, Standards, and Liability</b>			<b>5 &amp; 32</b>		
6-4	Liability of The Company Officer	1:00	5 & 32		
	Quizzes	2:00			
	Course Review & Certification Exam	1:30			
		<b>40:00 Total Hours</b>			

Fire & Emergency Services Company Officer (4th edition)					
The following chapters, or parts of chapters, that cover the mandated course content in CFSTES Fire Management 1 & other chapters, or parts of chapters, that are appropriately covered in Fire Management 1. Chapters not mandated but covered are identified with an asterisk(*). Chapters appropriately covered in other Fire Officer Courses are shaded.					
Chapter\Title		Pages	Pages Covered	Number of Pages	Comment
<b>Part A: Fire Officer Level I</b>					
1.	Transition to the Role of Company Officer	13-27	All	15	
2.	Leadership	32-51	All	20	
3.	Supervision	55-69	All	14	
4.	Logic, Ethics, & Decision-Making	73-93	To be determined	21	
5.	Legal Responsibilities & Liabilities	97-119	All	23	
6.	Interpersonal Communications	123-139	All	17	
7.	Oral Communications	143-163	All	21	
8.	Written Communications	167-189	All	23	
9.	Administrative Functions	193-215	To be determined	22	*
10.	Safety & Health Issues	219-231	All	13	
11.	Organizational Structure	235-259	To be determined	25	
12.	Company-Level Training	263-281			
13.	Human Resources Management	285-309	All	25	
14.	Labor/Management Relations	313-327	All	15	
15.	Community Relations & Public Fire & Life-Safety Education	331-353			
16.	Records Management	357-375	To be determined	19	*
17.	Pre-incident Planning	379-409			
18.	Incident Scene Communications	413-431			
19.	Incident Scene Management	435-459			
20.	Incident Scene Operations	463-495			
21.	Post-incident Activities	499-517			
<b>Part B: Fire Officer Level II</b>					
22.	Management Activities	521-533	All	13	
23.	Types & Forms of Government	537-563	To be determined	27	*
24.	Interagency & Intergovernmental Cooperation	567-577	To be determined	11	*
25.	Analyses, Evaluations, & Statistics	581-599	To be determined	19	*
26.	Human Resources Management II	625-651	All	27	
27.	Administrative Programs	625-651	To be determined	27	*
28.	Fire & Life-Safety Inspections	655-699			
29.	Fire Investigations	703-725			
30.	Multiunit Emergency Scene Operations	729-749			
31.	Postincident Analyses	753-759			
32.	Safety Investigations & Analyses	763-779	To be determined	17	